
Mission

To provide excellent customer service by knowledgeable and professional personnel to procure goods, services, and construction; provide contract management and the maintenance/disposal of fixed assets; maintain compliance with Florida Statutes and the County Code in all activities.

Business Strategy

The Purchasing Division shall procure with integrity, goods, services, and construction within a time frame that meets our customers needs and at the best value. Purchasing's functions include processing requisitions; overseeing the Purchasing Card Program; receiving competitive prices through quotes, bids, negotiations, and proposals, issuing purchasing orders, change orders, work orders and contracts that total over \$100 million dollars which are within budgeted funds; and assisting in the management of contracts from initiation through final Board approval to the expiration of the contracts. Purchasing is also responsible for over 11,000 fixed (personal) assets and their disposition.

Objectives

Ensure countywide compliance of the Purchasing code and procedures, while maintaining an effective operation of the procurement, fixed assets, and contract process.

Provide innovative purchasing solutions, while maintaining customer satisfaction and achieving management's objectives in the purchasing, fixed assets, and contract process.

Utilize new technological and procurement trends, and provide the necessary education for certification.

Automate the renewal process of continuing and professional services contracts to allow for lead time for renewals and/or rebidding.

Monitor the Purchasing Card Program, while developing more annual bids which can utilize the purchasing card.

Performance Measures

	FY 99/00 Actual	FY 00/01 Estimated	FY 01/02 Goal	FY 02/03 Goal
Number of formal contracts issued for over \$50,000	37	51	50	52
Percentage of satisfied customers	99%	100%	100%	100%
Total cost avoidance realized	\$4,467,119	\$7,500,000	\$7,800,000	\$8,000,000
Number of fixed assets tagged	1,058	1,111	1,166	1,224
Number of purchase orders processed	1,947	2,058	2,400	2,500
Number of purchase card transactions	9,609	11,400	12,500	13,700
Bids, RFPs, RFQs, Master Agreements and miscellaneous contracts	226	265	360	370
Total value of all transactions	\$79,125,260	\$101,250,000	\$100,000,000	\$105,000,000

Department:		FISCAL SERVICES				Seminole County	
Division:		PURCHASING				FY 2001/02	
Section:						FY 2002/03	
		1999/00 Actual Expenditures	2000/01 Adopted Budget	2001/02 Adopted Budget	Percent Change 2001/02 Budget over 2000/01 Budget	2002/03 Approved Budget	Percent Change 2002/03 Budget over 2001/02 Budget
EXPENDITURES:							
Personal Services		505,868	591,792	604,561	2.2%	644,749	6.6%
Operating Services		53,612	68,415	75,822	10.8%	75,730	-0.1%
Capital Outlay		0	5,500	0	-100.0%	0	
Debt Service		0	0	0		0	
Grants and Aid		0	0	0		0	
Reserves/Transfers		0	0	0		0	
Subtotal Operating		559,480	665,707	680,383	2.2%	720,479	5.9%
Capital Improvements		0	0	0		0	
TOTAL EXPENDITURES		559,480	665,707	680,383	2.2%	720,479	5.9%
FUNDING SOURCE(S)							
General Fund		559,480	665,707	680,383	2.2%	720,479	5.9%
TOTAL FUNDING SOURCE(S)		559,480	665,707	680,383	2.2%	720,479	5.9%
Full Time Positions		11	12	12		12	
Part-Time Positions		0	0	0		0	
New Programs and Highlights for Fiscal Year 2001/02							
New Programs and Highlights for Fiscal Year 2002/03							
Capital Improvements		2001-02	2002-03	2003-04	2004-05	2005-06	
Total Project Cost		0	0	0	0	0	
Total Operating Impact		0	0	0	0	0	